

SAMPLE SCHOOL COUNCIL POLICIES

KRS 160.345, the statute on school-based decision making, requires school councils to have policies adopted that will “provide an environment to enhance the students’ achievement and help the school meet the goals established by KRS 158.645 and 158.6451.” Furthermore, the same statute lists several areas in which school councils are required to have an adopted policy. These include:

- Curriculum – KRS 160.345(2)(i) 1,
- Staff time assignment – KRS 160.345(2)(i) 2,
- Student assignment – KRS 160.345(2)(i) 3,
- School schedule – KRS 160.345(2)(i) 4,
- School space use – KRS 160.345(2)(i) 5,
- Instructional practices – KRS 160.345(2)(i) 6,
- Discipline and classroom management – KRS 160.345(2)(i) 7,
- Extracurricular programs – KRS 160.345(2)(i) 8,
- State standards, technology utilization, and program appraisal – KRS 160.345(2)(i) 9,
- Consultation in filling vacancies – KRS 160.345(2)(i) 10,
- Committee participation – KRS 160.345(2)(c) 2,
- Advanced Placement Policy for High Schools – KRS 160.348, and
- Wellness Policy for K-5 Schools – KRS 160.345 (11) (This is a 2005 addition.)

In addition to the areas where school councils are required to have adopted policies, the same law creates areas where school councils must make decisions. Implied with the charge to make the decision is the responsibility to establish policy on how that decision will be made. These areas include:

1. Selecting a Principal – KRS 160.345 (2) (h),
2. Determine the number of persons to be employed in each job class – KRS 160.345(2)(f),
3. Determine textbooks for the school – KRS 160.345(2)(g),
4. Determine instructional materials for the school – KRS 160.345(2)(g),
5. Determine student support services for the school – KRS 160.345(2)(g),
6. Set the budget for school instructional funds (Section 6) – KRS 160.345(2)(g),
7. Completion of data analysis and school improvement planning – KRS 160.345(2)(j),
8. Planning professional development – KRS 160.345(8),
9. Completion of additional responsibility granted from the local board – KRS 160.345(4), and
10. Homework Policy - not required by statute, but is considered best practice

Introduction

These policies are written in a generic form and are not intended to contain language that will be appropriate for every school's needs. Though they do meet minimum statutory requirements for school council policies, school councils should customize them for the specific needs of the school in creating an environment to enhance student achievement. These policies are not labeled "exemplary" nor even "model." They are labeled "**sample**," and are only one approach to the statutory requirement under KRS 160.345.

The most important element about school council policy development is that it be student focused and directed at improving student performance. School council policy must also have council, faculty, staff and community support. Design a policy that works and meets your schools specific needs. If these policies assist in that work then they have accomplished what was intended. The Kentucky Department of Education has endorsed a set of standards for School Council Proficiency.

Proficiency Key # 9: Policies that support school strategies.

A complete copy of the council proficiency document can be downloaded from:
[<http://www.kasc.net/downloads/councilproficiency.pdf>]

If needed, legal review of policies can be accomplished through the local board attorney retained by the school district or through the Kentucky Association of School Councils for member schools.

Each policy can be reviewed for alignment with the applicable Standards and Indicators to ensure best practices by using the Appendix document that is included at the end of the document. Additional language can be added to policies at the discretion of each council.

We have included policies on Homework for schools at each level, since that area is required in the SISI in Standard 3.1h. Though a specific "homework" policy is not required by statute for school councils, the policy is needed to ensure best practice.

AREAS WHERE POLICIES ARE REQUIRED – SAMPLE POLICIES

- | | |
|---|---|
| 1. Curriculum | 7. School schedule |
| 2. Student assignment | 8. Instructional practices |
| 3. School space use | 9. Extracurricular programs |
| 4. Discipline and classroom management | 10. Consultation in filling vacancies |
| 5. State standards, technology utilization, & program appraisal | 11. Advanced Placement Courses for High School Students |
| 6. Committee participation (see Bylaws) | 12. Wellness Policy for K-5 Schools |
| 7. Staff time assignment | 13. Principal Selection |

1. Curriculum:

Sample #1

The school council shall adopt the curriculum of the (insert name) Board of Education as the curriculum that shall be implemented at the school. It is our opinion that this curriculum is aligned with state standards and is appropriate for our instructional needs. Subsequent amendments to the curriculum by the (insert name) Board of Education shall become effective immediately upon approval by the Board. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

Sample #2

The chairperson of the Curriculum Committee shall, by (insert date), report to the school council a recommendation from the Curriculum Committee that includes a curriculum that is aligned with state standards for the school. The curriculum shall become effective immediately upon approval by the school council. The Curriculum Committee is charged with bringing any subsequent amendments to the adopted curriculum to the

council for consideration and possible approval. All issues related to the curriculum of the school shall be referred to the Curriculum Committee for discussion that leads to a recommendation on the issue to the school council for consideration and possible adoption. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

2. Student assignment:

Sample #1

The principal shall prepare a student assignment plan and present the plan to the school council for approval by (insert date). Additions or amendments to the student assignment plan shall be reported to the school council by (insert date). Additions or amendments to the student assignment plan shall be reported at each subsequent school council meeting for the month in which one occurs. If the school council has not approved a student assignment plan by (insert date), the principal's plan shall be implemented as if approved by the council.

The principal shall ensure that assignments are posted in the entrance foyer of the school for one month prior to the start of school. Parents who wish to seek a change in the assignment of their child shall confer with the principal who shall have the authority to make changes.

This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

Sample #2

Teachers within a grade level, working in collaboration, shall prepare assignments for current students to classes for the following school year by (insert date). These assignments shall be presented to the principal who shall present information for consideration, amendment, and approval of the school council. After council approval, subsequent additions or amendments to student assignment lists shall be the responsibility of the principal.

Criteria to be used by the teachers and the principal in making student assignments shall include:

- ☐ Academic performance of the student
- ☐ Learning style of the student
- ☐ Student behavior
- ☐ Instructional needs of the student
- ☐ Class size
- ☐ School schedule

The principal shall ensure that assignments are posted in the entrance foyer of the school for one month prior to the start of school. Parents who wish to seek a change in the assignment of their child shall confer with the principal who shall have the authority to make changes.

This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

3. School Space Use:

Sample #1

By (insert date), the principal shall prepare a school space use plan and present the plan to the school council. The principal shall implement the plan subsequent to the presentation to the council. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

Sample #2

By June 1, the principal shall prepare a school space use plan and present the plan to the school council for approval. The school council may amend the plan prior to approval. The principal shall implement the plan subsequent to the approval of the school council. If the school council has not approved a plan prior to (insert date), the principal shall develop and implement a school space use plan. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

4. Discipline and Classroom Management:

Sample #1

The faculty and principal shall implement the local school district code of acceptable student behavior and discipline. Copies of the local district code shall be distributed to all staff prior to the beginning of each school year, and to all parents upon enrollment of their child each year using the Student Handbook. The school council shall automatically adopt any subsequent amendments to the code by the local board of education. This school council policy shall also be consistent with the School Safety Plan and the applicable indicators from the Standards and Indicators for Schools Improvement.

Sample #2

The faculty and principal shall implement the district code of acceptable student behavior and discipline. Copies of the district code of acceptable student behavior and discipline shall be distributed in a timely manner each year to all staff and parents using the Student Handbook. The school council's governance committee shall review the district code of acceptable student behavior and discipline and determine if the school needs additional discipline and classroom management measures. The governance committee shall recommend additional discipline and classroom management measures to the school council for approval only if they are consistent with the district code of acceptable student behavior and discipline, the School Safety Plan and all state and federal statutes and regulations. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

5. Alignment With State Standards, Technology Utilization, and Program Appraisal:

Sample #1

The school shall organize all instructional and other activity to be aligned with standards established in state laws and regulations, and in a manner that is consistent with local school board policy. The school shall utilize technology in a manner consistent with local school board policy and state laws and regulations. The school shall appraise all programs in a manner that is consistent with local school board policy. Programs shall be appraised upon request of the school council by assigning the program appraisal to the appropriate committee for completion and recommendation to the council. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

Sample #2

The school shall organize all instructional and other activities to be aligned with state standards established in state laws and regulations, and in a manner that is consistent with local school board policy. The Assessment and Planning Committee, by no later than (insert date) of each year, shall provide a report to the school council on the status of alignment with state standards and technology utilization, and shall make recommendations to the council on ways to become more closely aligned and to better use technology.

All programs at the school must contribute to increased student performance as measured by the state assessment system. Programs may contribute directly or indirectly to this result. Upon request of the school council, the principal or her/his designee shall report to the school council on the degree to which a designated program contributes to increased student performance. Actions taken by the school council, pursuant to these reports, shall be consistent with state laws and regulations and local school board policy.

6. Committee Participation (See sample bylaws on KDE SBDM web page at the link below.)

If a council chooses to have committees, they must have a policy that meets the organizational requirements in KRS 160.345. The Kentucky Department of Education includes the policy on committees with the other operational procedures of the school in the sample bylaws. That document can be downloaded from the link below:

[\[http://www.education.ky.gov/KDE/Administrative+Resources/School+Based+Decision+Making/Technical+Assistance/SBDM+Technical+Assistance+Download+Documents.htm\]](http://www.education.ky.gov/KDE/Administrative+Resources/School+Based+Decision+Making/Technical+Assistance/SBDM+Technical+Assistance+Download+Documents.htm)

7. Staff time assignment:

Note: In school districts with teacher contracts, requests for transfers will comply with any employer-employee bargained contract which is in effect. (KRS 160.345).

Sample #1

By (insert date) of each year, the principal shall prepare an instructional and non-instructional staff time assignment plan for the following school year, and shall present the plan to the school council for approval. A follow up plan that reflects amendments to the original plan shall be prepared by the principal and submitted to the school council for approval by (insert date). Discussion of the plan shall include school wide priorities and concerns only and will not include discussion of individual staff persons. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

Sample #2

By (insert date) of each year, the principal shall prepare a school staff time assignment plan for the following school year, and shall present the plan to the school council for consultation on the plan. A follow up plan that reflects amendments to the original plan shall be prepared by the principal and submitted to the school council for approval by (insert date). Discussion of the plan shall include school wide priorities and concerns only and will not include discussion of individual staff persons.

All vacant positions, whether existing or new, shall be posted on the bulletin board in the faculty lounge within one working day of the vacancy being declared so that existing teachers shall be informed of this circumstance. Teachers shall have 3 working days from the date of the posting in the faculty lounge to inform the principal, in writing, of their request to be considered for reassignment to the vacant position. The reassignment of existing staff is at the discretion of the principal. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

8. School schedule:

Sample #1

The Curriculum Committee, working in collaboration with the school principal, shall develop a proposed school schedule by (insert date), and shall present this schedule at the (insert date) meeting to the council for approval. If the school council does not approve this schedule, it will be sent back to the Curriculum Committee for revision and presented to the school council at subsequent meetings until approved. If the school council has not approved a schedule by (insert date), the principal shall develop and implement a schedule. It shall be the responsibility of the principal to ensure that interruptions during instructional time do not occur unless there is an emergency situation in the school as provided in the School Safety Plan.

Sample #2

The Curriculum Committee, working in collaboration with the school principal, shall develop a proposed school schedule by (insert date), and shall present this schedule to the school council for approval. The school council shall either approve or amend and approve this schedule. If the school council has not approved a schedule by (insert date), the principal shall develop and implement a schedule. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement. It shall be the responsibility of the principal to ensure that interruptions during instructional time do not occur unless there is an emergency situation in the school as provided in the School Safety Plan.

9. Instructional Practices:

Sample #1

Faculty, in collaboration with the principal, shall select the appropriate instructional practices to be utilized in their classroom, to ensure that the school's curriculum is fully implemented. Best practice instructional strategies that are selected by teachers must be included in lesson plans and monitored by the principal. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

Sample #2

Faculty, in collaboration with the principal, shall select the appropriate instructional practices to be utilized in their classroom, to ensure that the school's curriculum is fully implemented. Best practice instructional strategies that are selected by teachers must be included in lesson plans and monitored by the principal. Persons who wish to have the school council endorse a particular instructional practice to be implemented school wide shall present the instructional practice to the curriculum committee, which shall study the benefits of the instructional practice. The committee may present a recommendation relative to the proposed instructional practice to the school council for their consideration and approval. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

10. Extracurricular Programs:

Sample #1

By (insert date) of each year, the principal shall prepare a list of extracurricular programs to be implemented in the school for the school council's approval. Additional extracurricular programs to be implemented shall be presented by the principal to the council for approval prior to their implementation. The chief extracurricular sponsor shall determine student participation standards, to be consistent with any criteria set by the local, state or national sponsor of the program and consistent with state and federal statutes and regulations. This school council policy shall also be consistent with the School Safety Plan and applicable indicators from the Standards and Indicators for Schools Improvement.

Sample #2

By (insert date) of each year, the Governance Committee shall review the extracurricular programs present at the school and prepare a list of recommended extracurricular programs to be implemented for the subsequent school year, subject to the approval of the council. Additional extracurricular programs to be implemented shall be presented by the Governance Committee to the council for approval prior to their implementation.

The Governance Committee, subject to the school council's approval, shall recommend student participation standards for each of the school's extracurricular programs. The student participation standards shall be consistent with state or national sponsor standards, and with state and federal statutes and regulations. This school council policy shall also be consistent with the School Safety Plan and applicable indicators from the Standards and Indicators for Schools Improvement.

11. Sample Consultation Policy

The school council shall be consulted by the principal on all certified and classified vacancies that occur at the school.

When a school-based personnel vacancy has been posted the principal shall include "consultation with the school council for the (insert position title) vacancy" on the agenda of a regular or special meeting of the council.

The principal and school council shall meet the following timeline for filling vacancies:

- The principal shall copy and distribute written applications from all candidates on the qualified applicants list to the school council for their review within 5 days of the posted vacancy. The principal, one parent and one teacher council member will set a time to

meet as a subcommittee of the council and screen applications within 5 days of the posted vacancy.

- The principal shall conduct a reference check on each candidate selected at the subcommittee meeting and report the results of this reference check to the school council at a regular or special meeting of the council within 10 days of the posted vacancy.
- The school council shall consider the council subcommittee and principal recommendations and shall provide its advice to the principal on who to select to fill the vacancy in a closed meeting of the council.
- If a quorum of the members of the school council is not available to attend a meeting for the purpose of conducting consultation in the filling of a vacancy, the principal shall call a special meeting and conduct consultation with the council members who can attend. The definition of quorum for the purposes of filling the specified vacancy in a situation when council members cannot all be present shall be: *"one or more members of the school council who are present for the consultation."*

Subsequent to the completion of the steps listed above, the principal shall make a selection of the qualified applicant to fill the vacancy within two weeks of the posted vacancy, and shall report this selection to the superintendent who will complete the hiring process.

The minutes of the school council for the meeting at which council recommendations occur shall state, "Consultation occurred for the filling of the (insert position title) vacancy."

This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

12. Sample Advanced Placement Policy (High Schools)

The Kentucky Department of Education regularly refers schools to the sample advanced placement policy posted for free download on the Kentucky Association of School Councils web page at:
[<http://www.kasc.net/downloads/APpolicy.pdf>]

13. Sample Wellness Policy for K-5 Schools (also applies to any schools that serve any of these grades)

Senate Bill 172 of 2005 created a new Section in the SBDM statute: KRS 160.345 (11). This sample policy should be considered a starting point. School councils in applicable schools will need to adopt a policy to meet these new requirements.

Sample #1: For school choosing new wellness programs:

Our school council will adopt the (insert program name) program in order to implement our wellness policy. The principal shall ensure that the program is implemented; as part of the instructional day the program may provide up to 30 minutes per day or 150 minutes per week of moderate to vigorous physical activity each day for each child, taking into consideration the needs of students with 504 Plans, Individual Education Plans and any other special medical need. This would not preclude additional activity for all students outside of the instructional day.

Teachers will receive professional development so that our school can use the program as part of our instructional day by incorporating moderate to vigorous physical activity into classroom instructional practices (e.g. brain-based learning) and assessment activities for the students. Teachers shall record the required activity in their lesson plans so that the principal can easily monitor.

Our council will adopt the following individual assessment tool to determine each child's level of physical activity on an annual basis: (insert assessment tool name)

On behalf of the council, the principal shall report to Kentucky Department of Education through whatever means are required by (insert date) of each year on how the school is providing moderate to vigorous physical activity and on the types of physical activity being provided.

The policy developed by the school council or principal shall comply with provisions required by federal law, state law, or local board policy.

This school council wellness policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

Sample #2: For schools with existing wellness programs:

Our council will continue to use our existing wellness program and individual assessment tool to determine each child's level of physical activity on an annual basis: (insert program name)

On behalf of the council, the principal shall report to Kentucky Department of Education through whatever means are required by November 1 of each year on how the school is providing moderate to vigorous physical activity and on the types of physical activity being provided.

The policy developed by the school council or principal shall comply with provisions required by federal law, state law, or local board policy.

This school council wellness policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

13. Principal Selection

Sample Principal Selection Policy

When a principal vacancy occurs:

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|--------|--|
| Week 1 | 1. The school council shall obtain training in recruitment and interviewing techniques from a trainer(s) of their choice. The school council shall convene a special meeting for the purpose of receiving training. This shall be completed prior to beginning the selection process. Trainers shall be noted in the council minutes along with the dates and the times of the trainings. |
| Week 2 | 2. The superintendent shall provide the school council with a list of qualified applicants. The school council shall meet in closed session to review applications and references. Council shall discuss criteria and draft questions in open session(s). Date(s) shall be selected for interviews at a time when complete council can be present. Vice chair of school council will contact applicants to schedule interviews. Interviews shall be conducted in closed session. |
| Week 3 | 3. The school council shall meet at the conclusion of all interviews in closed session to discuss each applicant. If more applicants are requested, the vice chair shall contact superintendent. Step 2 will be repeated.

4. The school council shall select a principal applicant in closed session. In open session, the council shall announce that a decision has been made.

5. The vice chair shall contact the superintendent with the name of the applicant chosen. The superintendent shall contact the applicant to offer the position and complete the hiring process. |
| Week 4 | 6. Once the applicant accepts the principal position, the vice chair shall contact school council members to notify that position has been filled.

7. The school council shall follow district policy, working with district human resources to notify other applicants of school council decision. |

8. Principal selection shall be announced and candidate introduced at the next regularly scheduled council meeting. The vice chair may call a special meeting for this announcement.

AREAS WHERE DECISIONS ARE REQUIRED – SAMPLE POLICIES

In addition to the areas where school councils are required to have adopted policies, the same law creates areas where school councils must make decisions. Implied with the charge to make the decision is the responsibility to establish policy on how that decision will be made. These areas include:

- | | |
|---|--|
| 1. Determine the number of persons to be employed in each job class – KRS 160.345(2)(f) | 5. Set the budget for school instructional funds (Section 6) |
| 2. Determine textbooks for the school – KRS 160.345(2)(g) | 6. Completion of data analysis and school improvement planning – KRS 160.345(2)(j) |
| 3. Determine instructional materials for the school – KRS 160.345(2)(g) | 7. Planning professional development – KRS 160.345(8) |
| 4. Determine student support services for the school – KRS 160.345(2)(g) | 8. Completion of additional responsibility granted from the local board – KRS 160.345(4) |

Sample Policy for Determining the Number of Persons to be Employed in Each Job Classification

Each year after the school receives the March 1 allocation from the local board of education the school council will meet in an open meeting to decide the number of persons in each job classification at their school for the following school year. To accomplish this, the principal may bring a recommendation to the school council each year for their consideration or conduct a meeting for the purpose of discussing the staffing recommendations if requested by the council. The council will consider the principal's recommendation, and discuss options for the school in an open meeting. The council will approve the allocation by majority vote or consensus.

Sample Policy for Determining Textbooks for the School (add timelines as needed)

Each year the standing Textbook Committee that is appointed by the council will make a report to the principal and school council at a council meeting in which they recommend which textbooks should be adopted for the current cycle. The council will consider the recommendation, and discuss options for the school. The school council will approve the recommendation by majority vote or consensus.

Sample Policy for Determining Instructional Materials for the School (add timelines as needed)

Each year after March 1 the principal shall prepare a draft budget recommendation based on the needs in the council's school improvement plan and teacher surveys about classroom needs for the coming year. The principal's recommendation will include information on all funds that are subject to council authority, including general funds and instructional funds. The council will review the recommended budget to ensure that each teacher receives an allocation for their classroom and that the needs in the school improvement plan have been addressed. The school council will approve the recommendation by majority vote or consensus.

Sample Policy for Determining Student Support Services for the School (add timelines as needed)

Each year the principal will appoint an ad hoc committee (s) to review the School Safety Plan, the Extended School Services Program and the School Improvement Plan and prepare a report for the school council about how student support services will be coordinated in the school for the following school year. The committee will use student, parent, teacher and community surveys to help gather information. The committee will bring a report to the school council with recommendations for changes and updates to the programs and plans that are involved with providing student support. The council will consider the committee's recommendations, and discuss options for the school. The school council will approve the recommendation by majority vote or consensus.

Sample Policy for Setting the School's Budget (add timelines as needed)

Each year after March 1 the principal shall prepare a recommendation for distribution of the council's allocation for the schools instructional budget and the general fund budget based on the needs in the council's school improvement plan. The council will review the plan and budget to ensure that the needs in the school improvement plan have been addressed. The school council will approve the principal's recommendation by majority vote or consensus. The principal will provide quarterly reports to the council about the expenditure of funds and remaining balance. (Frequency of budget reports can be decided in council policy.)

Sample Policy for Completion of Data Analysis and School Improvement Planning (add timelines as needed)

Each year the standing School Improvement Plan committee shall work with the school district planning coordinator to complete data analysis and update the school improvement plan. (If the school has component and school improvement plan managers, they will work under the supervision of the principal.) The committees (and managers) shall adhere to timelines set in statute for data analysis and plans to close the achievement gaps in their school. The principal will update the school council each month as to the progress of the school plan process. The principal will be responsible for communications with the district staff, the council and the committees and their leaders throughout the planning process to ensure that the plan is appropriate and will accomplish the school's mission.

The School Improvement Committee will give the principal a written draft of the school improvement plan by (insert date) of each year for council approval. The school staff (component managers, school improvement plan managers, planning committee members) will follow the district policy on planning to ensure that all timelines are met and the plan is developed in accordance with district guidelines for planning set in board policy and state law.

The council will convene a special meeting in (insert date) for the purpose of public review, discussion and adoption of the school improvement plan. The principal will be responsible for inviting parents, teachers and the community to share and discuss the draft plan for the coming school year at the special meeting or before the meeting if they want to provide written comments. Written copies will be available for public inspection and there will be time on the agenda for public comment, facilitated by the principal. After hearing the discussion and comments, the council will approve the school improvement plan by majority vote or consensus.

Sample Policy for Planning Professional Development

The School Improvement Committee and the principal shall ensure that the professional growth and development needs of staff are included in the needs assessment portion of the planning process, and that appropriate objectives and strategies are included in the school improvement plan to provide for these needs for the coming school year. The principal shall be responsible for ensuring that the school plans professional development in coordination with the other schools and the professional development coordinator for the school district.

Approval of the school improvement plan will also constitute approval of the school professional development offerings for the coming year. Professional development that is not included in the school's improvement plan will not be approved by the principal unless there is an individual need that is included in the individual's evaluation and professional growth plan.

Sample Policy for Additional Authority Granted to the Council by the Board

The school can request additional authority in policy areas not granted to them by KRS 160.345. The request shall be made by the council in writing, through the principal to the superintendent of schools. The superintendent will follow local board policy and procedures for putting the matter on the school board agenda. The principal will represent the council at the school board meeting when the item is discussed, and report back to the council about the outcome at the next regular council meeting. If the board chooses to grant additional authority, the principal will bring a proposed policy for that council meeting for council consideration. The council may approve the policy by majority vote or consensus.

SISI INDICATOR 3.1h – SAMPLE HOMEWORK POLICIES

Sample Primary Level Homework Policy

Homework assignments for primary students at our school must meet the following guidelines:

Research Base: The National Parent-Teacher Association and the National Education Association recommend the following amounts of homework:

Primary grades: Up to 20 minutes each day.

Teaching teams at each level shall coordinate to ensure that homework does not exceed 20 minutes per day. Team leaders shall follow up on any parent or student requests for assistance with homework assignments.

Homework is an extension of classroom instruction and will consist of additional practice of skills taught during classroom instruction, parent-child activities that contribute to classroom units, and daily reading logs that record the time students spend reading at home. Teachers will monitor homework completion and habits of individual students. Students in the primary program will not be given letter grades for homework. Students who consistently return completed homework may be rewarded. Students who miss school will make up classroom assignments only.

Sample Intermediate Level Homework Policy

Homework assignments for students grades 4 - 6 at our school meet the following guidelines:

The National Parent-Teacher Association and the National Education Association recommend the following amounts of homework:

4th - 6th grade: 20 to 40 minutes each day.

Teaching teams at each level shall coordinate to ensure that homework does not exceed 40 minutes per day. Team leaders shall follow up on any parent or student requests for assistance with homework assignments.

Homework is an extension of classroom instruction and will consist of additional practice of skills taught during classroom instruction, parent-child activities that contribute to classroom units, and daily reading logs that record the time students spend reading at home. Teachers will monitor homework completion and habits of individual students. Students in the intermediate grades may be given letter grades for homework, but the points given for homework may not exceed 5 percent of the total grade for any subject area. Students who consistently return completed homework may be rewarded. Students who miss school will make up classroom assignments only.

Sample Middle Level Homework Policy

Homework assignments for students grades 7 - 8 at our school meet the following guidelines:

The National Parent-Teacher Association and the National Education Association recommend the following amounts of homework:

7th - 8th grade: Generally up to 2 hours each day, but recommendations vary according to the type and number of subjects a student is taking.

Teaching teams at each level shall coordinate to ensure that homework does not exceed 2 hours per day. Team leaders shall follow up on any parent or student requests for assistance with homework assignments.

Homework is an extension of classroom instruction and will consist of additional practice of skills taught during classroom instruction and parent-student activities that contribute to units of study. Teachers will monitor homework completion and habits of individual students. Students may be given letter grades for homework, but the points given for homework may not exceed 10 percent of the total grade for any subject area. Students who consistently return completed homework may be rewarded. Students who miss school will make up classroom assignments and homework assignments at the discretion of the teacher.

Sample High School Homework Policy

The National Parent-Teacher Association and the National Education Association recommend the following amounts of homework:

9th - 12th grade: Generally up to 2 hours each day, but recommendations vary according to the type and number of subjects a student is taking.

Teaching teams at each level shall coordinate to ensure that homework does not exceed two hours per day. Team leaders shall follow up on any parent or student requests for assistance with homework assignments.

Homework is an extension of classroom instruction and will consist of additional practice of skills taught during classroom instruction, parent-student activities that contribute to units of study. Teachers will monitor homework completion and habits of individual students. Students may be given letter grades for homework, but the points given for homework may not exceed 10 percent of the total grade for any subject area. Students who consistently return completed homework may be rewarded. Students who miss school will make up classroom assignments and homework assignments at the discretion of the teacher.

Appendix A

2004 SISI & SBDM Crosswalk

SISI STANDARDS IN ACADEMIC PERFORMANCE, LEARNING ENVIRONMENT & EFFICIENCY		
STANDARD 1: CURRICULUM		
Standard/Indicator #	Evidence Column	Level 3 Indicator (Fully functioning & operational)
1.1a	School council policies School council meeting agenda and minutes	Council ensures that curriculum is aligned, and that it is age and developmentally appropriate for the students in their school.
1.1b	School council Policies School council meeting agenda and minutes	Local curriculum standards and vertical discussions across grade and content areas about the curriculum are communicated to the school council by the district.
1.1c	School council policies and meeting minutes	School council and district staff work together to eliminate gaps and overlaps in the curriculum
1.1d	School council policies and meeting minutes	School councils participate in district-led discussions about key transition points between schools
1.1f	School council policies and meeting minutes	<ul style="list-style-type: none"> • Council policy to address key curriculum issues • Council has a curriculum committee that meets regularly to monitor and make recommendations to the council about needed revisions to the curriculum.
1.1g	School council curriculum policy	Council policy on curriculum ensures that all students have access to a common academic core

STANDARD 2: CLASSROOM EVALUATION/ASSESSMENT		
Standard/Indicator #	Evidence Column	Level 3 Indicator (Fully functioning & operational)
2.1a	School council policy	Council policy on classroom assessment
2.1d	Appropriate committee meeting minutes	<ul style="list-style-type: none"> • School council conducts ongoing analysis of multiple assessment results • School council uses results to modify curricular program as needed for students

STANDARD 3: INSTRUCTION		
Standard/Indicator #	Evidence Column	Level 3 Indicator (Fully functioning & operational)
3.1a	School council policies	Council policy to ensure effective and varied instructional strategies
3.1e	School council policy	Council policy to define the effective use of technology in instruction
3.1f	School budget/allocations	School council provides sufficient resources to support school's curriculum
3.1h	School council policies and meeting minutes	School council has adopted a homework policy

STANDARD 4: SCHOOL CULTURE		
Standard/Indicator #	Evidence Column	Level 3 Indicator (Fully functioning & operational)
4.1a	School council policies and meeting minutes	<ul style="list-style-type: none"> • School council has adopted a classroom management and discipline policy • School council policy helps minimize disruptions to instruction
4.1c	School council policy	Standards of student behavior are developed collaboratively (committees)
4.1d	School council meeting agendas and minutes	Collaboration and collegiality are promoted school wide with council and committees.
4.1e	School council policy	Council policy sets a procedure for teachers to use to systematically review and revise instructional practice based on student performance
4.1f	School council policies and meeting minutes	<ul style="list-style-type: none"> • Council policy ensures an effective student-teacher ratio to meet student needs • School council policy ensures a master schedule that allows for specific teachers to teach in their areas of strength to meet student needs.
4.1g	School council policies and meeting minutes	Council policy and decisions support parent involvement and ensure regular communication with parents and community
4.1i	School council meeting minutes	Council has a communications plan for the school
4.1k	School council policies and meeting minutes	Council policies show evidence of a commitment to equity and ensure an appreciation of diversity

STANDARD 5: STUDENT, FAMILY & COMMUNITY SUPPORT		
Standard/Indicator #	Evidence Column	Level 3 Indicator (Fully functioning & operational)
5.1a	School council policies School council meeting agenda/minutes	Council policy on committees ensures active, effective recruitment of parents, community members and minority representatives on council committees
5.1b	School council policies and meeting minutes	Council policy ensures that all students have access to a common academic core
5.1c	School council meeting agenda/minutes	Council allocates sufficient financial resources for reducing barriers to student learning and ensures effective use of resources.
5.1d	School budget School council policies and meeting minutes	Council policy ensures that extended learning time is provided and used based on student needs

STANDARD 6: PROFESSIONAL DEVELOPMENT, PROFESSIONAL GROWTH & EVALUATION		
Standard/Indicator #	Evidence Column	Level 3 Indicator (Fully functioning & operational)
6.1b	School council policies	Council analyzes information on student achievement to help the school determine short and long term goals for PD needs for teachers and administrators
6.2b	School council policies, school budgets School council meeting minutes and agendas	Council budget policy ensures appropriate and equitable allocation of PD resources among all staff members.

STANDARD 7: LEADERSHIP		
Standard/Indicator #	Evidence Column	Level 3 Indicator (Fully functioning & operational)
7.1a	School council meeting agenda and minutes	Council decision making is guided by mission and beliefs for the school
7.1b	School council meeting agenda and minutes	Council collaborates with all school leadership to regularly analyze student performance and other data that will inform programmatic and academic decisions
7.1d	School council/subcommittee meeting agenda and minutes Staff member and school council interviews	Council reviews disaggregated data and determines targets and timelines for reducing gaps in achievement.
7.1f	School council policy	Council policy with principal implementing procedures to minimize disruption of instructional time.
7.1g	School council meeting agenda and minutes Staff member, parent school council member and student interviews	School leadership allocates resources in an equitable manner

Standard/Indicator #	Evidence Column	Level 3 Indicator (Fully functioning & operational)
7.1h	School council policies and procedures School council meeting agenda and minutes Staff member, school council member, parent/family member and student interviews	Council policy establishes procedures that ensure a supportive, healthy, safe, equitable, orderly learning environment for students and staff.
7.1.i	School council policies and bylaws School council meeting agenda and minutes School council member, school staff member, district staff member and parent/family member interviews	<ul style="list-style-type: none"> • Council chairperson leads the council in developing and implementing policies in all required areas. • Council policies are regularly reviewed and revised as necessary, and are available to staff and the public. • School staff and school leaders have a working knowledge of all existing council policies and provide feedback to the council on the impact of council policy on teaching and learning.
7.1.j There is evidence that the SBDM council has an intentional focus on student academic performance.	School council policies School council meeting agenda and minutes Staff member and parent school council member interviews.	<ul style="list-style-type: none"> • Council examines student performance data to guide their work in setting priorities for student performance and closing gaps. • Council actions are aligned with their priorities and vision/mission for student achievement
7.1.k	School council meeting agendas/ minutes/ policies	The principal consistently implements all school council policy as required by law.

STANDARD 8: ORGANIZATIONAL STRUCTURE & RESOURCES		
Standard/Indicator #	Evidence Column	Level 3 Indicator (Fully functioning & operational)
8.1a	School council policies and procedures School council/committee meeting agenda/minutes Staff member, school council member and community member interviews	<ul style="list-style-type: none"> • Council has effective resource management policies • Council has effective budget policies • Council has standing committees with representatives from multiple stakeholders to address allocation of resources that are fully functioning
8.1b	School council policies and meeting agenda/minutes	Council policy ensures equitable access to the curriculum for all students.
8.1c	Staff member, school council member and student interviews	Council policy ensures that staff assignments are made based on student needs after analysis of student performance data.
8.1d	School council policies and meeting agenda/minutes	Council policies ensure the protection of instructional time
8.1f	School council policy	Council policy on school schedule ensures that maximum instructional time is available for staff members to provide quality instruction.

Standard 8/Indicator #	Evidence Column	Level 3 Indicator (Fully functioning & operational)
8.2a	School budgets School council policy School council meeting agenda and minutes School council budget committee meeting agenda and minutes	<ul style="list-style-type: none"> • Council has a budget policy that provides procedures to allocate funds based on student needs • Teachers have equitable access to fiscal resources and participate in fiscal decision making
8.2b	School budgets School council budget policy School council meeting agenda and minutes District and school staff member, parent school council member and other stakeholder interviews.	<ul style="list-style-type: none"> • Council has a budget policy that provides procedures for distribution of discretionary funds • School council conducts a needs assessment for budget planning purposes with all staff members and other stakeholders.
8.2c	School council policies School budgets School council meeting agenda and minutes District staff member, schools staff member and school council member interviews.	Council budget decisions are made as part of the comprehensive improvement planning process to help guide the distribution of funding and use of other resources.
8.2d	School budgets (5 year history) School council meeting agenda and minutes	All categorical (state and federal) funds are expended to support identified student needs in the comprehensive school improvement plan.

STANDARD 9: COMPREHENSIVE & EFFECTIVE PLANNING		
Standard/Indicator #	Evidence Column	Level 3 Indicator (Fully functioning & operational)
9.1a	School council/subcommittee meeting agenda and minutes	Council has adopted a mission/vision statement and belief statements that guide their work
9.2a	School council/subcommittee meeting agenda and minutes	<ul style="list-style-type: none"> • School council uses a systematic process for collecting, managing and analyzing school data to inform their work • School uses disaggregated data • School council compares their data with other schools
9.2b	School improvement planning team meeting agenda and minutes Staff member, community member, parent/family member and school improvement planning team member interviews	<ul style="list-style-type: none"> • Student achievement data is a significant part of the data used to identify and prioritize needs • Results from data analysis are reflected in the final plan
9.3a	School council/subcommittee meeting agenda and minutes	School improvement planning team presents research-based strategies for improvement to school council and staff members.
9.3b	School improvement planning team meeting agenda and minutes Staff member, community member, parent/family member and school improvement planning team member interviews	School improvement planning team analyzes perceptive data about the school from stakeholder surveys.

Standard 9/Indicator #	Evidence Column	Level 3 Indicator (Fully functioning & operational)
9.3c	Staff member, community member, school council member, parent/family member and school improvement planning team member interviews School council/subcommittee meeting agenda and minutes	School council ensures that the desired results for student learning are clear and measurable, and that benchmarks are set to monitor progress
9.4a	Staff member, community member, school council member, parent/family member and school improvement planning team member interviews School council/subcommittee meeting agenda and minutes	Representatives of stakeholder groups review multiple data sources during the planning process to inform planning work.
9.4b	Staff member, community member, school council member, parent/family member and school improvement planning team member interviews School council/subcommittee meeting agenda and minutes	The council establishes measurable goals that help build school capacity for teaching and learning
9.5a	Staff member, school improvement planning team member and school council member interviews School council/subcommittee meeting agenda and minutes	<ul style="list-style-type: none"> Action components include focus on closing achievement gaps Goals, objectives and activities in the plan are aligned. Activities are grounded in research and are sufficient to reach objectives
9.5b	Staff member, school improvement planning team member and school council member interviews School council/subcommittee meeting agenda and minutes	<ul style="list-style-type: none"> Realistic timelines are set to accomplish goals Adequate resources are provided for activities Persons responsible are identified for activities
9.5c	Staff member, school improvement planning team member and school council member interviews School council/subcommittee meeting agenda and minutes	Implementation and impact checks are consistently conducted by the council/principal and appropriate plan modifications are made.
9.5d	Staff member, school improvement planning team member and school council member interviews School council/subcommittee meeting agenda and minutes	Actions taken in the plan are consistent with the school's mission and beliefs
9.6a	School council/subcommittee meeting agenda and minutes	Principal and school council provide ongoing support for plan implementation
9.6b	School council/subcommittee meeting agenda and minutes	Principal and school council analyze school assessment data and show if plan actions are having the desired impact on increasing student achievement and reducing achievement gaps
9.6 c	Staff member, school improvement planning team member and school council member interviews School council/subcommittee meeting agenda and minutes	Principal and school council analyze school assessment data to compare student performance and show if plan actions are having the desired impact classroom practices in the targeted areas
9.6d	School council meeting agenda and minutes	Principal regularly provides reports on plan implementation and impact to the school council. Accomplishments are formally recognized by the council and publicly celebrated.